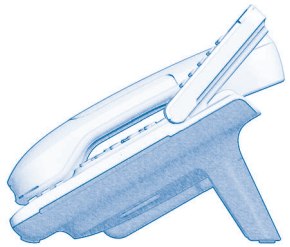
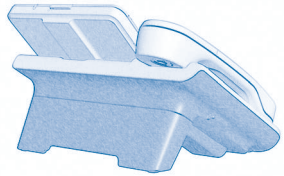
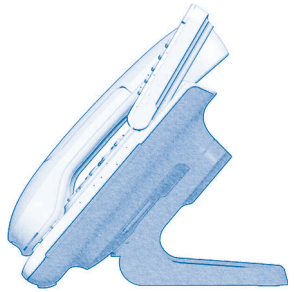
Alcatel **OmniPCX** *Office*

Alcatel 4038/4039/4068







ALCATEL

User manual

Introduction

Thank you for choosing a telephone from the 4038/4039/4068 range manufactured by **Alcatel**.
Your Alcatel 4038/4039/4068 digital terminal has a new ergonomic layout for more effective communication.

- A large graphic screen, in conjunction with various keys and the navigator, allows you to make calls, configure and program your telephone,
- a receiver that is pleasant to use: it fits nicely in the hand with a flexible grip section,
- communication is even more convenient using the audio keys (loudspeaker, hands free),
- using the convenient alphabetic keypad, you can call your correspondents by name.

How to use this guide

Actions

Lift the receiver.

Hang up.

Keypad

Numeric keypad.

Alphabetic keypad.

Specific key on numeric keypad.

Navigator

Move the navigation key up, down, to the left or to the right.

To go back one level (press and release) or to return to the welcome page (press and hold); during a conversation, can be used to access the different pages (Menu, Perso, etc.) and to return to the telephone screens.

Display and display keys

Smith John

Partial view of display.

Display key.

Audio keys

Loudspeaker, hands free.

Adjustment “reduce”.

Adjustment “increase”.

Programmable keys and icons

Line key.

Icon corresponding to key.

Other fixed keys

Fixed key.

MENU key.

Voice mail access key.

Other symbols used

Menu — Means that the function is accessible from the Menu page.

Perso — Means that the function is accessible from the Perso page.

Info — Means that the function is accessible from the Info page.

Means that the function is subject to programming. If necessary, contact your installer.

These symbols can be supplemented by small icons or text.

Contents

Getting to know your telephone p.6

1. Description of the screens p.7

1.1 Welcome screens p.7
1.2 Call management screen p.8
1.3 Application screen p.8

2. Using your telephone p.9

2.1 Making a call p.9
2.2 Receiving a call p.9
2.3 Using the telephone in "Hands free" mode p.9
2.4 Activating the loudspeaker during a conversation (receiver lifted) p.10
2.5 Calling your correspondent by name (company directory) p.10
2.6 Make calls via your programmed call keys p.10
2.7 Calling from the common directory p.10
2.8 Filtering calls using the voice mailbox p.10
2.9 Redialling p.11
2.10 Requesting automatic callback if internal number is busy p.11
2.11 Answering an internal call in intercom mode p.11
2.12 Sending DTMF signals p.11
2.13 Mute, so that your correspondent cannot hear you p.11

3. During a conversation p.12

3.1 Making a second call during a conversation p.12
3.2 Answering a second call during a conversation p.12
3.3 Switching between calls (Broker call) p.12
3.4 Transferring a call p.13
3.5 Three-way conference with internal and/or external correspondents (conference) p.13
3.6 Placing a call on hold (hold) p.13
3.7 Placing an outside call on hold (parking) p.14
3.8 Intrusion into an internal conversation p.14
3.9 Store a number p.14
3.10 Adjust audio volume p.14

4. Sharing p.15

4.1 Receiving supervised call ringing p.15
4.2 Answering the general bell p.15
4.3 Manager/secretary filtering p.15
4.4 Call pick-up p.15
4.5 Answering briefly in place of the operator p.16
4.6 Hunting groups p.16
4.7 Calling an internal correspondent on his/her pager p.16
4.8 Answering a call on your pager p.16
4.9 Calling a correspondent on his/her loudspeaker p.16
4.10 Sending a written message to an internal correspondent p.17
4.11 Send a voice message copy p.17
4.12 Sending a recorded message to a number / a distribution list p.18
4.13 Broadcasting a message on the loudspeakers of a station group p.18

5. Keep in touch p.19

5.1 Selecting calls to be diverted p.19
5.2 Diverting calls to another number (immediate diversion) p.19
5.3 Diverting your calls to your voice message service p.19
5.4 When you return, consult recorded messages p.19
5.5 Activate/disable the personal assistant p.19
5.6 Personal assistant: reaching you with one number only p.20
5.7 Diverting calls to your pager p.20
5.8 Forwarding your calls from the receiving terminal (“Follow me”) p.20
5.9 Applying a selective diversion p.20
5.10 Diverting all group calls p.20
5.11 Cancelling all diversions p.20
5.12 Cancelling a specific diversion p.20
5.13 Diverting calls when your line is busy (divert if busy) p.21
5.14 Do not disturb p.21
5.15 Leaving a recorded message for internal callers p.21
5.16 Consulting written messages p.22
5.17 Message notification p.22

6. Managing your charges p.23

6.1 Charging your calls directly to business accounts p.23
6.2 Finding out the cost of an outside call made for an internal user from your terminal . . . p.23

7. Programming your telephone p.24

7.1 Initializing your voice mailbox p.24
7.2 Customising your voice greeting p.24
7.3 Modifying your personal code p.24
7.4 Configuring the telephone ringer p.24
7.5 Adjusting screen brightness p.25
7.6 Selecting the welcome page p.25
7.7 Selecting language p.25
7.8 Programming direct call keys p.25
7.9 Programming direct call keys p.25
7.10 Programming an appointment reminder p.26
7.11 Identify the terminal you are on p.26
7.12 Broadcasting background music on your loudspeaker p.26
7.13 Lock / unlock your telephone p.26
7.14 Configuring the audio jack of your telephone p.27
7.15 Activating/deactivating "forced headset" mode p.27
7.16 Installing a Bluetooth® Wireless Technology headset (matching) p.27
7.17 Using a Bluetooth® Wireless Technology headset p.27
7.18 Removing a Bluetooth® Wireless Technology headset p.27

Guarantee and clauses p.28

Getting to know your telephone

Handset
Adjust the tilt of the screen
Indicator light
• Flashing green: incoming call.
• Flashing red: alarm.
Alcatel 4068
Socket for connecting headphones or a Hands-free / Loudspeaker unit
Alphabetic keypad

Audio keys

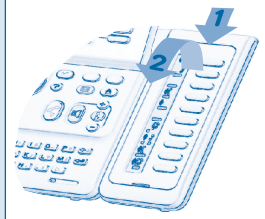
Hang-up key: to terminate a call.

Hands-free/Loudspeaker Key: to make or answer a call without lifting the receiver.
- Lit in hands-free mode or headset mode (short press).
- Flashing in loudspeaker mode (long press).

Intercom/Mute key:
- During a conversation: press this key so that your correspondent can no longer hear you.
- Terminal idle: press this key to answer calls automatically without picking up the receiver.

To adjust the loudspeaker or handset volume up or down

Extension unit



An extension unit can be fitted to your telephone. This provides additional keys which can be configured as function keys, line keys, call keys, etc.
To affix labels: push the holding strip of the unit backwards to you and lift it. Install the label under the keypad, in the housing designed for, and place the keypad back into position.

Display and display keys

Contains several lines and pages providing information on calls and the functions accessible via the 10 keys associated with the words on the screen.

Transfer icon: pressing the key next to this icon allows you to program or change the transfer function.

Headset connected.

Appointment programmed.

Silent mode activated.

Telephone locked.

Display keys: pressing a display key activates the function shown associated with it on the screen.

Navigation

OK key: used to validate your choices and options while programming or configuring.

Left-right navigator: used to move from one page to another.

Up-down navigator: used to scroll through the content of a page.

Back/Exit key: to return to previous menu (short press) or return to first screen (long press) ; during a conversation, provides access to welcome screens (Menu, Info, ...) and to return to the conversation icon screens.

Welcome screens

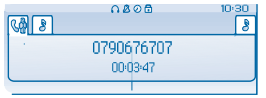
Menu page: contains all functions and applications accessible via the keys associated with the words on the screen.
Perso page: contains call line keys (allowing supervision of calls) and programmable call keys.

Info page: contains information on the telephone and the status of its functions: name, telephone number, number of messages, activation of transfer function, appointment reminder, etc.

Call display

Incoming call.

Call in progress or outgoing call.



Call on hold*.

If you get two calls at the same time, you can switch from one call to the other by pressing the display key associated with each call.

Left-right navigator: used to check calls.

Function keys and programmable keys

Guide key: used to obtain information on functions of the 'menu' page and to program key of the 'perso' page.

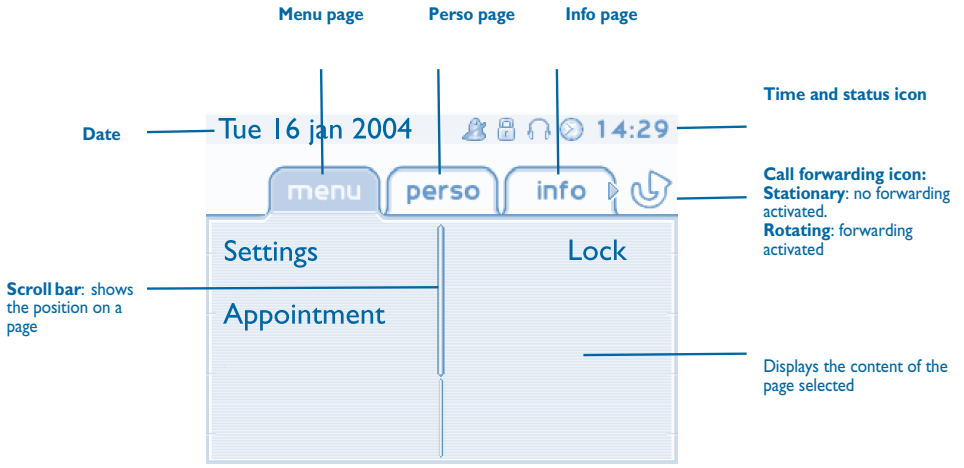
Messaging key to access various mail services:
if the key flashes, a new voice message or a new text message has been received.

'Redial' key: to access the 'Redial' function.

Programmable key (F1 and F2 keys):
lit when the function associated with the key is activated.

1 Description of the screens

1.1 Welcome screens



- **Menu page:** contains all functions and applications accessible via the keys associated with the words on the screen. From this page, it is possible to adjust the ringer volume and screen brightness, program the time of an appointment, lock the terminal, define the default page displayed, configure voice mail, and access telephone functions such as calling back one of the last 10 numbers or intercepting calls.

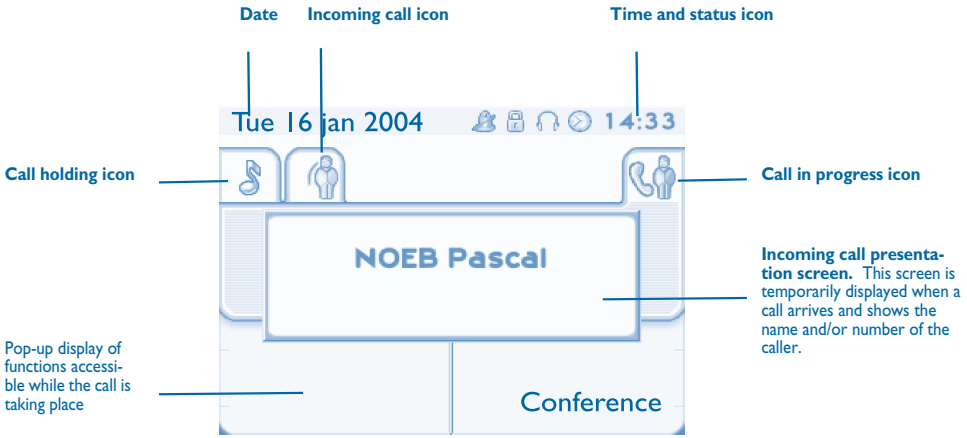
- **Perso page:** contains call line keys (allowing supervision of calls) and programmable call keys. The up-down navigator is used to access all the direct call keys (apart from those displayed by default). Direct call keys are programmed or modified via the Information key.

- **Info page:** contains information on the telephone and the status of its functions: name, telephone number, number of messages, activation of transfer function, appointment reminder, etc.

Left-right navigator:
used to move from one page to another.

Up-down navigator:
used to scroll through the content of a page.

1.2 Call management screen


Date
Incoming call icon
Time and status icon
Tue 16 jan 2004
14:33
Call holding icon
Call in progress icon
NOEB Pascal
Incoming call presentation screen. This screen is temporarily displayed when a call arrives and shows the name and/or number of the caller.
Pop-up display of functions accessible while the call is taking place
Conference

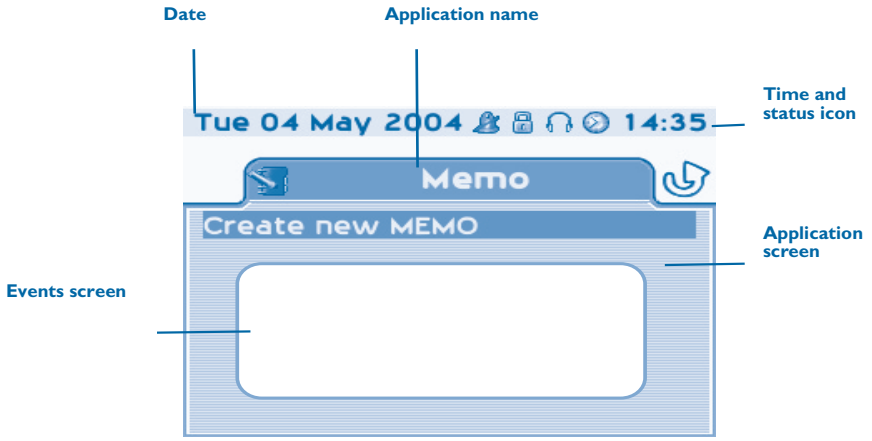
Each tab corresponds to a call, the status of which is symbolized by its icon (in progress, held, arrival of new call). When a call is in progress, use the left-right navigator to look at held or incoming calls.

Use the up-down navigator to display the functions accessible. These functions (transfer, conference, etc.) are directly related to the status of the call consulted. For example, the transfer function will not be available between a call in progress or a held call and an incoming call.

Back/Exit key:
used to switch from a telephone screen to an application screen. For example, can be used while a call is in progress to look up a number, program an appointment reminder, etc.

Calls can also be managed from the Perso page.
While the call is in progress, press the Back/Exit key and display the Perso page.
Calls in progress or waiting are displayed on the different line keys. It is then possible to converse with the caller of your choice by pressing the key associated with him.

1.3 Application screen



- **Application screen:** displays information relevant to programming or configuring the telephone.
- **Events screen:** displays events connected to the programming or configuration operations in progress, confirmation, rejection, error, etc.

2 Using your telephone

2.1 Making a call

dial directly the number for your call

OR

lift the receiver

OR

number required

OR

hands free

number required

OR

programmed line key

OR

correspondent's name

during a conversation

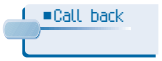
To make an external call, dial the outside line access code before dialling your correspondent's number. 9 is the default code for an outside line.

For the operator, dial '0' (by default).

- **If the internal or outside number does not reply:**

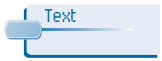
broadcast a message on the loudspeaker of the free terminal

OR



request callback to a busy terminal

OR



send a written message

OR

go to next screen

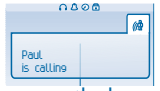
2.2 Receiving a call

lift the receiver

OR

hands free

OR



press the key next to the **'Incoming call'** icon

2.3 Using the telephone in 'Hands free' mode

- Terminal idle:

press and release

terminate your call

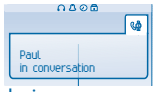
- Call in progress:

during a conversation

press and release

During a conversation, you can lift the receiver without terminating the call.

2.4 Activating the loudspeaker during a conversation (receiver lifted) - Loudspeaker



during a conversation

activate loudspeaker (long press) → **the loudspeaker key flashes**

OR

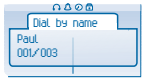
adjust volume (7 levels)

deactivate loudspeaker (long press) → **The key is no longer lit**

press and release the loudspeaker key to switch to hands free mode (light steady).

2.5 Calling your correspondent by name (company directory)

first letters of your correspondent's name → **proposes a name followed by a corresponding telephone number and sequence number in list**



- **If name is OK:**

→ **make the call**

- **If name is not OK:**

OR extend search in list

OR erase last letter entered

OR show next name

OR show previous name

OR return to main menu

2.6 Make calls via your programmed call keys

Perso

access the **'Perso'** page

find the correspondent you want to call from the programmed call keys

call the chosen correspondent

2.7 Calling from the common directory

Your terminal has access to a common directory of outside numbers.

directory number

2.8 Filtering calls using the voice mailbox

Perso

This service lets you filter incoming calls to your voice mailbox. When your caller leaves his message you can choose to communicate with him.

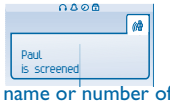
- **Activating call screening :**

'Voice mailbox screening' programmed key

enter your personal password

same key to stop listening and deactivate the screening

- **When you receive a call :**



name or number of the caller → **you hear the message left by your caller**

hands free to take the call

OR

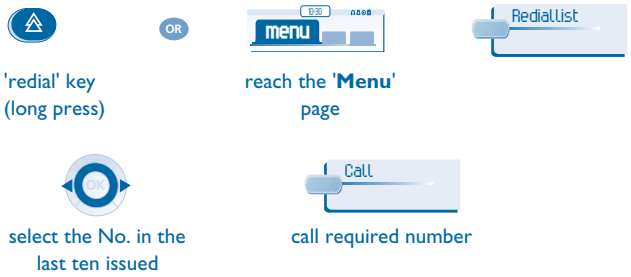
OR to stop listening only

2.9 Redialling

Menu

- Redialling the last number dialled (redial):

- Call back on the last 10 number dialled:



2.10 Requesting automatic callback if internal number is busy

- **Cancelling callback request:**

2.11 Answering an internal call in intercom mode

You can answer without lifting the receiver. When you receive an internal call, your telephone rings and you are connected directly in hands free mode. The screen shows the caller's identity.

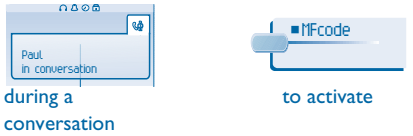
- **To activate - Terminal idle:**

When your caller hangs up, intercom mode remains active.

- **To deactivate - Terminal idle:**

2.12 Sending DTMF signals

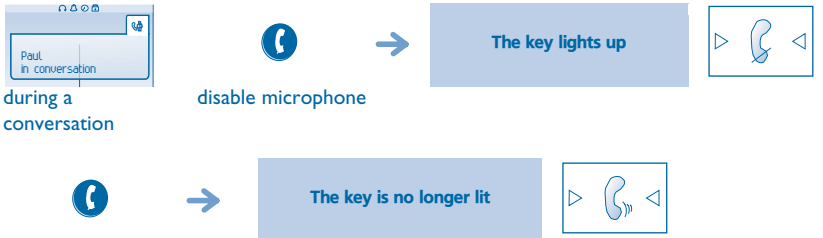
During a conversation you sometimes have to send DTMF signals, such as with a voice server, an automated attendant or a remotely consulted answering machine.



The function is automatically cancelled when you hang up.

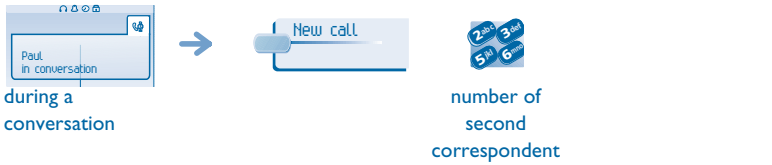
2.13 Mute, so that your correspondent cannot hear you

You can hear your correspondent but he/she cannot hear you:



3 During a conversation

3.1 Making a second call during a conversation



- **Other methods for calling a second correspondent**

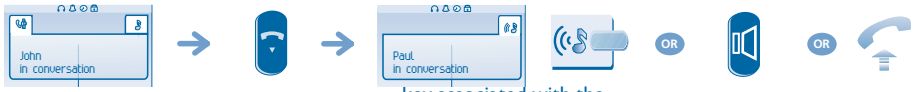
Dial directly the number for your call.

Name of second correspondent.

- To access the 'Redial' function (short press).
- Call back on the last 10 number dialled (press and hold).

Programmed line key.

- **To cancel your second call and recover the first:**



key associated with the **'incoming call'** icon

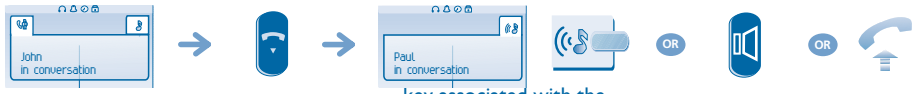
If you make an error, hang up: your telephone will ring and you will recover your first call.

3.2 Answering a second call during a conversation

- **A second correspondent is trying to call you:**

- **Answer call displayed**

- **To return to your first caller and end the conversation in progress**



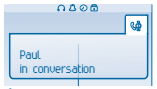
key associated with the **'Incoming call'** icon

3.3 Switching between calls (Broker call)

During a conversation, a second call is on hold.
To accept the second call:

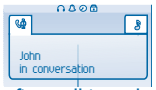
3.4 Transferring a call

- **To transfer your call to another number:**



during a conversation

no. of the 2nd terminal



the first call is on hold

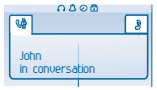
- **If the number receiving the transfer answers:**

You can also transfer your call immediately, without waiting for the number to answer, using either of the two methods described above.

Transfer between two outside calls is not generally possible (depends on country concerned and system configuration).

3.5 Three-way conference with internal and/or external correspondents (conference)

- During a conversation, a second call is on hold:



select the '**conference**' function

- Cancel conference and return to first correspondent (if conference is active):

- Hang up on all correspondent (if conference is active):

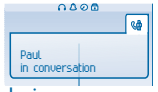
- After the conference, to leave your two correspondents talking together:

cancel the conference

3.6 Placing a call on hold (hold)

- **Exclusive hold:**

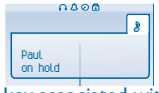
During a conversation, you wish to place the call on hold and recover it later, on the same telephone.



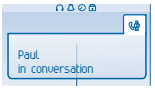
during a conversation

your call is placed on hold

- **Recover the call on hold:**

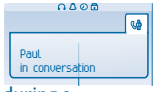


key associated with the '**Incoming call**' icon

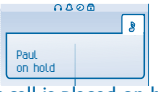


- **Common hold: (subject to programming)**

To recover your call on any telephone in your system.



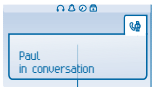
during a conversation



your call is placed on hold

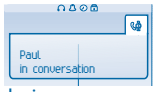
Recover the call on hold from any telephone:

key associated with the '**incoming call**' icon

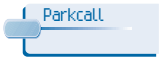


3.7 Placing an outside call on hold (parking)

You can place an outside call on hold and recover the call on another telephone:



during a conversation



- **To recover the parked call:**

number of telephone from which call was parked

If the parked call is not recovered within a preset time (default value 1 min 30), it is transferred to the operator.

3.8 Intrusion into an internal conversation

Your correspondent's line is busy. If the number is not "protected" and if authorised, you can intrude into the call:

same key to exit

- **Protection against intrusion:**

'Protection of a call' programmed key

enter the number

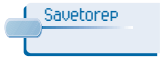
Protection is cancelled when you hang up.

3.9 Store a number

Perso

During a call, to save the number onto a call key:

during a conversation



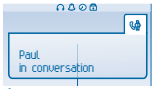
press a call key on the Perso page

enter the name of your correspondent

apply

3.10 Adjust audio volume

During a call, to adjust the volume level of the loudspeaker or receiver:



during a conversation

adjust audio volume

4 Sharing

4.1 Receiving supervised call ringing

Perso

To receive the special ringing for calls to another number:

"Supervised call ringing" programmed key

same key to cancel

4.2 Answering the general bell

Menu

When the operator is absent, outside calls to the operator are indicated by a general bell. To answer:

reach the '**Menu**' page

4.3 Manager/secretary filtering

System configuration allows "manager/secretary" groups to be formed, so that the manager's calls can be directed to one or more secretaries.

- **From the manager's or secretary's telephone:**

"Filter" programmed key

→ **incoming calls are filtered by a chosen person (secretary, etc.)**

same key to cancel

Filtering is indicated on the manager's telephone by the icon corresponding to the "filtering" programmed key.

4.4 Call pick-up

Menu

You hear a telephone ringing in an office where no-one can answer. If authorised, you can answer the call on your own telephone.

- **If the telephone ringing is in your own pick-up group:**

'Group call pick-up' programmed key

- **If the telephone ringing is not in your pick-up group:**

reach the '**Menu**' page

number of telephone ringing

OR

'Telephone call pick-up' programmed key

number of telephone ringing

The system can be configured to prevent call pick-up on certain telephones.

4.5 Answering briefly in place of the operator

Outside calls to the operator will ring on your telephone and you can answer the call:

"Operator help" programmed key → **your telephone will ring at the same time as the switchboard** → same key to cancel

- **Calls to the switchboard:**

calls to the switchboard will ring on your telephone → **"Operator help"** programmed key

4.6 Hunting groups

- **Hunting group call:**

Certain numbers can form a hunting group and can be called by dialling the group number.

no. of group to be called

- **Temporary exit from your hunting group / Return into your group:**

'Exit group' programmed key → your group number

Belonging to a group does not affect the management of direct calls. A specific telephone within a group can always be called by using its own number.

4.7 Calling an internal correspondent on his/her pager

The number called does not answer and you know that the person called has a pager:

your correspondent does not reply → **'Page'** programmed key → **paging in progress is displayed**

Your correspondent can answer from any telephone in the system.

4.8 Answering a call on your pager

A call on your pager can be answered from any telephone within the system.

your pager beeps → **'Answer page'** programmed key → your group number

4.9 Calling a correspondent on his/her loudspeaker

Menu

Your internal correspondent does not answer. If authorised, you can remotely activate your correspondent's phone:

your correspondent does not reply →

→ **you are connected to the loudspeaker on your correspondent's phone (if he/she has the hands free function)**

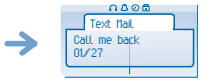
4.10 Sending a written message to an internal correspondent

number to be called

OR

enter the first letters of the name

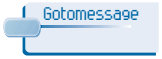
- **Predefined message**



first message in list (27)

select the message to be sent

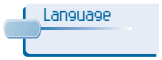
OR



enter the no. of the message to be sent (01 to 27)

apply your choice

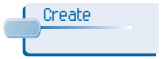
AND/OR



change language of message

apply your choice

- **Personal message**



create a temporary personal message (alphabetic keypad)

apply your choice

- **The 27 standard messages are shown below:**

1	Call me back	15	Meeting on ___ (*)
2	Call me back tomorrow	16	Meeting on ___ at _:_ (*)
3	Call me back at _:_ (*)	17	Out for a while
4	Call back _____ (*)	18	Absent for the rest of the day
5	Call the attendant	19	Absent, back at _:_ (*)
6	Call the secretary	20	Absent, back on ___ at _:_ (*)
7	I will call back at _:_ (*)	21	On vacation, back on ___ (*)
8	Use paging	22	External meeting
9	Please fetch your fax	23	External meeting, back on ___ (*)
10	Please fetch your mail	24	I am in room nr __ (*)
11	Please cancel your forwarding	25	In a meeting - do not disturb
12	Visitors are waiting	26	At lunch
13	You are expected at reception	27	Indisposed
14	Meeting at _:_ (*)	(*)	Messages to be completed using numeric keypad

4.11 Send a voice message copy

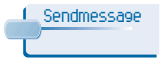
personal code

select message to copy by consecutive presses

number to be called

OR

correspondent's name

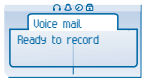


send message

OR

record a comment*

- *** To record a comment:**



start recording the comment

recording

end of recording

replay comment

OR

re-record a comment

OR

send message

4.12 Sending a recorded message to a number / a distribution list

personal code

correspondent's no. or list no. (00 to 50)

correspondent's name or list name (00 to 50)

other correspondents if necessary

apply

start message recording

recording

end of recording

apply

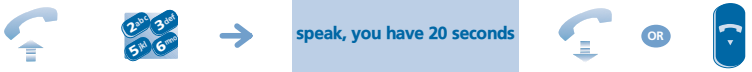
replay message

re-record a message

apply

4.13 Broadcasting a message on the loudspeakers of a station group

A message not requiring an answer can be broadcast on the loudspeakers within your broadcast group:



number of broadcast group

The message will only be broadcast on terminals not in use and which have a loudspeaker.

5 Keep in touch

5.1 Selecting calls to be diverted

When a diversion is applied, you can select the types of call to be diverted: outside, internal, all.

select the type of Out/Int call

type of call diverted is displayed

if the type of call is not appropriate

all calls

internal or outside calls

apply

5.2 Diverting calls to another number (immediate diversion)

The number can be your home, portable or car phone, voice message or an internal extension (operator, etc.).

number to be called

diversion is acknowledged

You can make calls, but only the destination number can call you.

5.3 Diverting your calls to your voice message service

diversion is acknowledged

5.4 When you return, consult recorded messages

The light indicates that messages have been received.

personal code

display number of new and old messages

select message

display name of sender, with date, time and ranking of message

listen to message

erase message

call back sender of message

copy message

5.5 Activate/disable the personal assistant

Menu

reach the '**Menu**' page

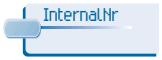
apply

5.6 Personal assistant: reaching you with one number only

Menu

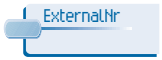
reach the '**Menu**' page

select type of diversion



dial number of a colleague or your secretary

AND/OR

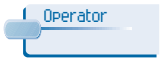


dial an outside line number

AND/OR

dial number of your mobile or DECT

AND/OR



activate/deactivate transfer to operator

apply

5.7 Diverting calls to your pager

Callers will thus be able to contact you while you are moving around the company:

OR

'**Divert to pager**' programmed key

→ **diversion is acknowledged**

5.8 Forwarding your calls from the receiving terminal ("Follow me")

You wish to receive your calls in your present location:
Use the "Follow me" function.

your extension number

OR

'**Forward calls**' programmed key

your extension number

→ **diversion is acknowledged**

5.9 Applying a selective diversion

You can selectively divert calls, according to the caller's identity:

'**Selective diversion**' programmed key

→ **diversion is acknowledged**

5.10 Diverting all group calls

You can divert all your group calls to another internal number:

'**Divert group calls**' programmed key

number receiving diversion

→ **diversion is acknowledged**

5.11 Cancelling all diversions

OR

OR

'**Cancel all diversions**' programmed key

programme another type of diversion

5.12 Cancelling a specific diversion

programmed key corresponding to type of diversion (group or selective)

5.13 Diverting calls when your line is busy (divert if busy)

Callers can be diverted to another telephone if you are already on the line.

number receiving diversion

OR

'Divert if busy' programmed key

number receiving diversion

5.14 Do not disturb

You can make your terminal temporarily unavailable for all calls.

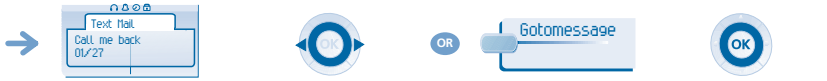
'Do not disturb' programmed key

Callers wishing to contact you will see the 'Do Not Disturb' message displayed on their sets when they try to call.

5.15 Leaving a recorded message for internal callers

You can leave a message on your terminal which will be displayed on the screen of the terminal calling you.

- **Predefined message:**



first message in list (27)

select the message to be sent

enter the no. of the message to be sent (01 to 27)

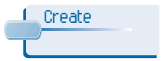
apply your choice

AND/OR

change language of message

apply your choice

- **Personal message:**



create a temporary personal message (alphabetic keypad)

apply your choice

- **The 27 standard messages are shown below:**

1	Call me back	15	Meeting on ___ (*)
2	Call me back tomorrow	16	Meeting on ___ at _:_ (*)
3	Call me back at _:_ (*)	17	Out for a while
4	Call back _____ (*)	18	Absent for the rest of the day
5	Call the attendant	19	Absent, back at _:_ (*)
6	Call the secretary	20	Absent, back on ___ at _:_ (*)
7	I will call back at _:_ (*)	21	On vacation, back on ___ (*)
8	Use paging	22	External meeting
9	Please fetch your fax	23	External meeting, back on ___ (*)
10	Please fetch your mail	24	I am in room nr __ (*)
11	Please cancel your forwarding	25	In a meeting - do not disturb
12	Visitors are waiting	26	At lunch
13	You are expected at reception	27	Indisposed
14	Meeting at _:_ (*)	(*)	Messages to be completed using numeric keypad

5.16 Consulting written messages

The light indicates that messages have been received.

number of messages received

displays the sender's message on the screen

Displays the rest of the message and the date and time it was left

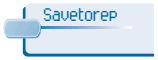
Next message.

Previous message.

Erase message.

Call back sender of message.

Sending a written message to an internal correspondent.



Save the sender's number in your directory.

Terminate consultation.

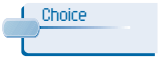
5.17 Message notification

Menu

A message is left in your mailbox but you are not at your desk. You can configure your telephone so that you receive notification of the message on another telephone.

reach the '**Menu**' page

- **Activate/deactivate message notification**



press consecutively to activate/deactivate

apply

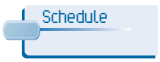
- **To pause recording**

enter the number

apply

- **Change the time slot**

The time slot during which notification is activated can be changed.



change times

apply

6 Managing your charges

6.1 Charging your calls directly to business accounts

You can charge the cost of your outside calls to business account numbers.

"Business account code" programmed key

enter the number of the terminal to receive the message

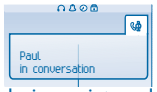
password for this internal telephone

enter number for correspondent

- **Adding or changing a business code during a call:**

"Business account code during call" programmed key

6.2 Finding out the cost of an outside call made for an internal user from your terminal



during an internal conversation

programmed key **'Meter Total Recall'**

→ **the call is placed on hold**

outside number called

transfer call to your correspondent on hold

- **At the end of the call, you are called back and you can:**

1. Read information concerning call (cost, duration, number of units...).

→ **name of internal user and cost of call**

2. Print a charge ticket.

3. Terminate consultation.

7 Programming your telephone

7.1 Initializing your voice mailbox

light flashes

enter your personal code then record your name according to voice guide instructions

Your personal code is used to access your voice mailbox and to lock your telephone.

7.2 Customising your voice greeting

Menu

You can replace the greeting message by a personal message

menu → Settings → Mailbox → Persmessage

reach the '**Menu**' page

→ Voice mail Ready to record → Record → Voice mail recording

to start recording — recording

Stop — end of recording

OR Pause — to pause recording

OR Default — to return to the default message

OK — apply

7.3 Modifying your personal code

Menu

Your personal code is used to access your voice mailbox and to lock your telephone.

menu → Settings → My options → Password

reach the '**Menu**' page

2abc 3def 5jkl 6mno — old code (4 digits)

2abc 3def 5jkl 6mno — new code (4 digits)

OK

As long as your voice mailbox has not been initialized, personal code is 1515.

7.4 Configuring the telephone ringer

Menu

menu → Settings → My Phone → Ringing

reach the '**Menu**' page

▼ Choose the tune.

Melody — select the melody of your choice (16 tunes) — OK apply your choice

▼ Adjusting the ringer volume.

Volume — select the volume of your choice (12 levels) — OK apply your choice

▼ Activate/deactivate silent mode.

Silent — On to activate — Off to deactivate — OK apply your choice

▼ Activate/disable meeting mode (progressive ringing).

Progressive — On to activate — Off to deactivate — OK apply your choice

Activate/deactivate discreet ring mode.

to activate — to deactivate — apply your choice

Adjust ringer volume while a call arrives.

your telephone rings → adjusting the ringer volume

7.5 Adjusting screen brightness Alcatel 4038/4039

Menu

reach the '**Menu**' page

increase or reduce the brightness of the screen or keys (of the extension unit) by pressing consecutively on the corresponding keys

7.6 Selecting the welcome page

Menu

This function is used to choose the page displayed by default on the telephone.

select the default page (consecutive presses) — apply your choice

7.7 Selecting language

Menu

reach the '**Menu**' page

select the language of your choice — apply your choice

7.8 Programming direct call keys (Perso page:)

Perso

press a call key on the Perso page → enter the name

enter the number

7.9 Programming direct call keys (F1 and F2 keys)

press a programmable key (F1 or F2) → enter the name

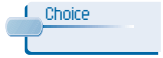
enter the number

7.10 Programming an appointment reminder

Menu

You can define the time of a temporary reminder (one in 24 hours) or a permanent reminder (every day at the same time).

reach the '**Menu**' page



select the type of appointment (temporary or permanent)

enter time of appointment

apply the appointment time

- **At the programmed time, your telephone rings:**

If you are in conversation, the display flashes and an audio tone is generated. After three calls without reply, a temporary request is cancelled but a permanent request remains in memory.

If your calls are diverted to another terminal, the diversion is not applied to the reminder call.

- **To cancel your reminder request:**

reach the '**Menu**' page

select the type of appointment (temporary or permanent)

7.11 Identify the terminal you are on

Info

The number of your telephone is displayed on the 'Info' page.

Access the **Info** page using the navigator.

7.12 Broadcasting background music on your loudspeaker

You can broadcast background music on the loudspeaker of your telephone (depending on configuration):

(Long press)

when telephone is not in use, background music is played

same key to cancel (Long press)

The music stops when a call is made or received and starts again when you hang up.

7.13 Lock / unlock your telephone

Menu

reach the '**Menu**' page

depending the displayed informations, enter your password or confirm

your telephone is locked/unlocked

7.14 Configuring the audio jack of your telephone

Menu

By default, the audio jack of your telephone can be used to connect a headset, hands free kit or loudspeaker.

reach the '**Menu**' page

7.15 Activating/deactivating 'forced headset' mode

Menu

'Forced headset' mode must be activated as soon as a headset is installed instead of the receiver.

reach the '**Menu**' page

activating/deactivating **'forced headset'** mode

7.16 Installing a Bluetooth® Wireless Technology headset (matching) - Alcatel 4068

Menu

Before a Bluetooth® headset can be used, it must be correctly matched to the terminal. Before performing the matching operation, the headset must be in detectable mode*.

reach the '**Menu**' page

select the relevant equipment

apply your choice

enter the PIN code of the headset *

* Refer to the user documentation supplied with the headset.

7.17 Using a Bluetooth® Wireless Technology headset - Alcatel 4068

Refer to the user documentation supplied with the headset.

7.18 Removing a Bluetooth® Wireless Technology headset - Alcatel 4068

Menu

reach the '**Menu**' page

select the equipment to be removed

apply your choice

Guarantee and clauses

Independently of the legal warranty that covers this appliance, it is guaranteed for 1 year, parts and labour, counting from the date indicated on your invoice.
The invoice will be demanded if making a claim under the warranty. The warranty does not however apply in the following cases: in the event of use that does not comply with the instructions given in this user's manual, faults or damage caused by natural wear, damage resulting from a cause external to the appliance (e.g. impact, fall, exposure to dampness, etc.), noncompliant installation or modifications or repairs carried out by people who are not approved by the manufacturer or retailer.

Warning: never place your telephone in contact with water. To clean your telephone, you may however use a damp soft cloth. Never use solvents (trichlorethylene, acetone, etc.) which may damage the plastic parts of your telephone. Never spray it with cleaning products.
Earpiece may retain magnetic objects.

The wording is not contractual and may be subject to change. Some functions of your telephone are controlled by a software key and the configuration of the unit.

Declaration of compliance
EC: We, Alcatel Business Systems, hereby declare that we assume the Alcatel 4038/4039/4068 product to be compliant with the essential requirements of Directive 1999/5/CE of the European Parliament and Council. A copy of the original of this declaration of compliance can be obtained from your installer.

Alcatel 4068
This apparatus makes use of a frequency spectrum, which use is not harmonized throughout the countries of the EC. The frequency spectrum may be shared with other applications and its operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation. The device is designed and manufactured not to exceed the emission limits for exposure to radio frequency energy in SAR (Specific Absorption Rate) set by the concerned countries (Federal Communications Commission for the United-States).
Alcatel Business Systems, in keeping with its policy of constant product improvement for the customer, reserves the right to modify product specifications without prior notice.
Copyright © Alcatel Business Systems. 2004. All rights reserved.

MU19001BSAB-O400ed01-0705